

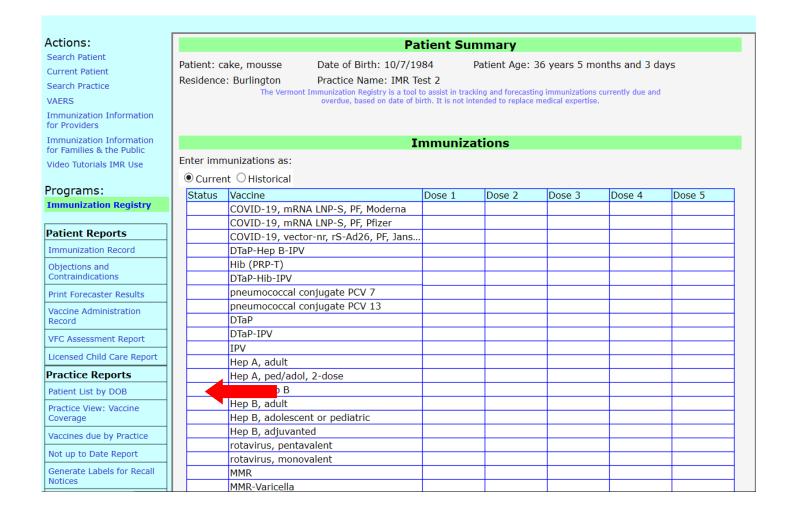
How to Use the Patient List by DOB Report For COVID-19 vaccine

March 2021

The **Patient List by DOB** report in the Vermont Immunization Registry can be a helpful tool to identify patients in your practice who have **not** received COVID-19 doses at hospitals, pharmacies, mass clinics or medical practices.

To find the Registry: Enter "Vermont Immunization Registry" in any search engine. You will need a username and password. If you have forgotten yours, or do not have one, call us at (888) 688-4667.

To find the report in the registry: Log in with your password and search for and select any patient record. Now select Immunization Registry in the blue navigation bar at the left-hand side of the screen. The screenshot below shows the immunization screen, and the red arrow points to the **Patients List by DOB** report.

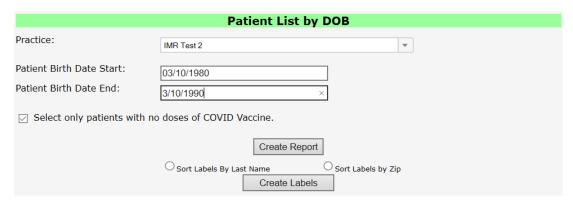




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Creating the report: When this screen comes up, be sure the correct practice is selected. Enter the date range of the age group you are looking for.* Click the check box to select only patients with no COVID-19 doses. You can sort by last name, or use the label selection to print a list of 3x10 mailing labels to contact your patients. Click Create Report.



*It is best to use a date range of 10 years or less, as the report may time out if the group is too large.

Finished Report: The completed report will look like this. You can either save or print the file from here.

